



## NCO LEADER SKILLS ENHANCEMENT PROGRAM



### JUNE 2016 SCHEDULE

All classes are Monday – Friday unless noted

#### 31 May - 3 June 2016 \*

	Class ID#	Room	Time
MTMC 1174 Microsoft Outlook	17404	C204	1215-1645
MTLM 1171 Managing Resources	17405	C209	1215-1645
MTHR 1170 Performance Oriented Training	17406	C210	1215-1645

#### 6 June - 10 June 2016

	Class ID#	Room	Time
MTMC 2172 Microsoft Word Advanced	17407	C204	0900-1215
MTPF 1171 Personal Financial Management II	17408	C209	0900-1215
MTHR 1172 Prevention of Sexual Harassment	17409	C210	0900-1215
MTMC 1171 Spreadsheet Applications	17410	C204	1220-1645
MTMM 1170 Problem Solving	17411	C209	1230-1600
MTES 1170 Professional Ethics	17412	C210	1230-1600

#### 13 June - 17 June 2016

	Class ID#	Room	Time
MTMC 2171 Microsoft Excel Advanced	17413	C204	0900-1215
MTES 1171 Professional Values	17414	C209	0900-1215
MTHR 1176 Stress Management	17415	C210	0900-1215
MTMC 1173 Database Applications	17416	C204	1220-1645
MTOB 1170 Styles of Leadership	17417	C209	1230-1600
MTHR 1174 Time Management	17418	C210	1230-1600

#### 20 June - 24 June 2016

	Class ID#	Room	Time
MTMC 2176 Microsoft Access Advanced	17419	C204	0900-1215
MTHR 1175 Career Management	17420	C209	0900-1215
MTBC 1170 Conducting Briefings	17421	C210	0900-1215
MTCS 1174 Academic Research Using the Internet	17422	C204	1220-1645
MTHR 1173 Counseling Practicum Techniques	17423	C209	1230-1600
BMGT 1177 Critical and Creative Thinking	17424	C210	1230-1600

#### 27 June - 1 July 2016

	Class ID#	Room	Time
MTCS 1175 Basic Keyboarding	17425	C204	0900-1215
MTPF 1170 Personal Financial Management I	17426	C209	0900-1215
MTLE 1170 Crime Prevention	17427	C210	0900-1215
MTMC 1176 Microsoft Powerpoint	17428	C204	1220-1645
MTBC 1171 Effective Military Writing I	17429	C209	1230-1600
MTHR 1170 Preparing Efficiency Reports	17430	C210	1230-1600

#### Special Announcements!

\*Classes will still convene on training holidays

\*No class on Memorial Day, Monday, May 30th

**NCO Leader Skills Enhancement Office**  
**Soldier Development Center, 761st Tank Battalion, Building 33009, Room H236**  
**Monday-Friday, 0730-1630, Office# (254) 532-1505**

## GENERAL INFORMATION

1. Enrollment is required for all classes. Soldiers may enroll in person at the Leader Skills Enhancement Office or online through their GoArmyEd account. Printed enrollment forms may require approval.
2. Enrollment forms for Soldiers E6 or below must be approved by their E7 or above via signature. Enrollment forms for Soldiers E7 or above do not require approval. All enrollment forms must be submitted to the Leader Skills Enhancement Office the Friday prior to class start.
3. DoD Contractors and DA Civilian personnel must submit a memo to the Leader Skills Enhancement Office from their unit, authorizing their course enrollment. The memo may be in any format and must include the organization's letterhead, employee's name, grade, course title/dates/times, and a brief statement explaining how the class will help improve the employee's work performance. The memo must be signed by the employee's immediate supervisor. A separate memo must be submitted for each class. Civilians may be required to give their seat to a Soldier.
4. Students who show up late on the first day of class may lose their seat in the class. If any student misses 1 or more cumulative hours during the course, the student will be withdrawn and will not receive a grade for the course.
5. Students enrolling in classes for college credit must include their original signature on class paperwork. All courses are worth 1 semester hour of college credit from Central Texas College.
6. Soldiers have seating priority. Civilians are permitted on a space-available basis.
7. Soldiers must be in duty uniform to attend classes, regardless of duty status.
8. All classes are subject to cancellation without prior notification.
9. Point of Contact: Leader Skills Enhancement Office, (254) 532-1505, Soldier Development Center Bldg. 33009, Rm. H236.